

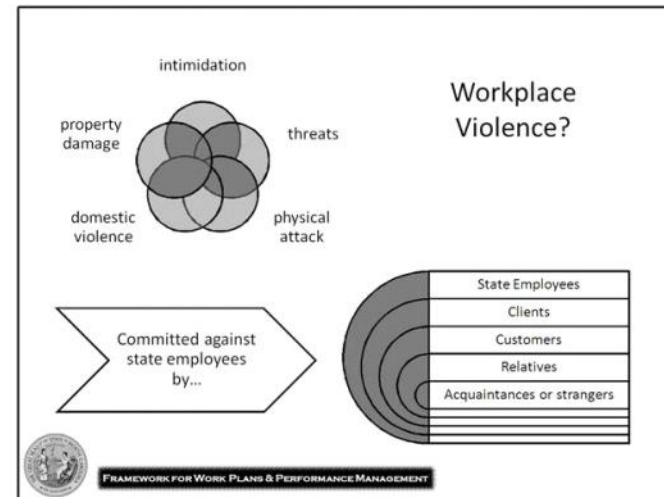
Workplace Violence Policy

Purpose

- To provide a workplace for State employees that is free from violence by establishing preventative measures;
- to hold perpetrators of violence accountable;
- provide assistance and support to victims.



FRAMEWORK FOR WORK PLANS & PERFORMANCE MANAGEMENT



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Intimidation

Engaging in actions that includes, but is not limited to stalking or behavior that is intended to frighten, coerce or induce duress.

Threat

An expression of an intent to cause physical or mental harm regardless of whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.



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Physical Attack

Unwanted or hostile physical contact such as hitting, fighting, shoving or throwing objects

Domestic Violence

The use of abusive or violent behavior, including threats, and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who ARE CURRENTLY or HAVE BEEN married, live together or date.

Property Damage

Intentional damage to property and includes property owned by the state, employees, visitors, or vendors.



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- Full time or part time employees
- Permanent, probationary, trainee,
- time-limited permanent or
- temporary appointments.

Who?



- This policy applies to the conduct of an employee while functioning in the course and scope of employment as well as off-duty violent conduct that has a potential adverse impact on a State employee's ability to perform their assigned duties and responsibilities.

When?



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What is a violation of this policy?

- Engaging in workplace violence as defined in the policy;
- Using, possessing or threatening to use an unauthorized weapon during a time covered by this policy;
- Misusing authority vested to any employee of the State of North Carolina in such a way that it violates this policy.



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- A violation of this policy shall be considered unacceptable personal conduct as provided in the Disciplinary Action, Suspension and Dismissal Policy. Acts of violence, as defined herein, may be grounds for dismissal.
- Management will determine in these situations the impact the actions have on the employee's ability to perform the person's assigned duties and responsibilities.



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Note:

- When a threat has been reported or management determines that a potential for violence exists, management may require an employee undergo an assessment to determine the risk of danger.
- The State Employee's Assistance Program (EAP) will assist agencies by facilitating a referral to an appropriate resource for this assessment.
- The EAP will maintain a network of appropriate professionals trained to conduct a risk assessment.



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An employee may possess a weapon if possession is:

- In compliance with NC Law,
- Authorized by the agency/university head or designee,
- Used by an employee who is a certified law enforcement officer,
- Required as a part of the employee's job duties with the state of NC or,
- Connected with training received by the employee in order to perform the responsibilities of their job with the State of North Carolina.



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Support & Protections of Victims

- The agency shall make efforts to protect victims of workplace violence (this includes domestic violence) by offering all available security measures.
- Special accommodations or adjustments to work schedules, location or working conditions in order to enhance safety.
- Work to address needs of victim and agency.
- Encourage victim to use EAP services.
- Grant leave time for medical, court, or counseling appointments related to trauma and/or victimization.



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Retaliation

- This policy prohibits retaliation against any employee, who in good faith, reports a violation of this policy.
- Every effort will be made to protect the identity of anyone who comes forward with concerns about the threat or act of violence.



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Responsibilities of ALL

- Be alert to the possibility of violence on the part of employees, former employees, customers and strangers.
- Report ALL acts of violence and threats of violence. (reports are handled in a confidential manner with information released only on a need to know basis).
- Management shall be sensitive and responsive to the reporting employee's fear of retaliation.



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